



United States Court of Appeals for the Sixth Circuit

Satellite Librarian

Vacancy Announcement No. 16-02

ABOUT THE COURT

The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal courts. Circuit courts hear appeals from the district (trial) courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in Cincinnati, the Court serves Kentucky, Michigan, Ohio, and Tennessee. For more information about the federal court system, please visit: www.uscourts.gov. For more information about the Sixth Circuit, please visit: www.ca6.uscourts.gov.

POSITION INFORMATION

Location: Nashville, Tennessee

Salary: \$56,797 - \$92,336 (CL-28)

Salary commensurate with qualifications in accordance with U.S. Court Guidelines

Tour of Duty: Full-Time

Opening Date: June 15, 2016

Closing Date: The position will remain open until filled. To ensure consideration, applications must be received by the close of business on Friday, July 1, 2016.

POSITION OVERVIEW

The Sixth Circuit library system serves all federal judges and court staff in the four states of the Circuit. It consists of a headquarters library in Cincinnati and eight satellite libraries. This librarian position is based in the Nashville, Tennessee, library and reports to the Circuit Librarian in Cincinnati, Ohio. The Nashville Librarian maintains libraries in Nashville, Chattanooga, and Memphis, and serves judges in Nashville, Chattanooga, Memphis, Jackson, Knoxville, and Greeneville Tennessee.

The Librarian provides in-depth research assistance to judges and court staff in coordination with other library staff. The Librarian contributes to current awareness services, coordinates interlibrary loans, and trains in research sources and methods. The Librarian also assists other librarians in digitization projects and promoting the library through websites, electronic communications, and publications.

QUALIFICATIONS

Required

- MLS (ALA-accredited) or JD (ABA-accredited).
- A minimum of one year of law library experience.
- Proficiency in using online research systems (including LexisNexis, Westlaw, and the internet) and in-depth familiarity with print and electronic legal research resources and library systems.
- Excellent communication skills, both oral and written, strong organizational skills, and customer service skills.
- Flexibility and ability to manage a variety of tasks and projects concurrently.
- For those already employed in the federal system, at least one year of experience at or equivalent to CL-27.

Preferred

- Familiarity with electronic publishing and web page design.
- Strong writing skills.
- Familiarity with Web 2.0.
- Familiarity with researching Tennessee case, statutory, and administrative law.

BENEFITS

Employees of the U.S. Courts are not classified under the civil service; however, they are entitled to the same benefits as other federal employees. Benefits include: health, dental, vision, life, long term care and long term disability insurance, annual and sick leave, paid holidays, retirement, and the judiciary's supplemental benefits. For additional information about benefits with the federal judiciary, visit www.uscourts.gov/careers.

CONDITIONS OF EMPLOYMENT

Applicant must be a United States citizen or eligible to work in the United States. Positions with the United States Courts are considered "at will" and are not subject to the employment regulations of competitive service. Appointment to position is provisional pending suitability determination by the court based on results of a background check. Employees are subject to the [*Judicial Code of Conduct for Judicial Employees*](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. The Court of Appeals is an Equal Opportunity Employer.

APPLICATION PROCEDURE

Submit a letter of application emphasizing experience relevant to the position, detailed resume, including certification(s) and credentials, salary history, and list of three professional references to the Human Resources Office at: ca06-humanresources@ca6.uscourts.gov or Human Resources Manager, United States Court of Appeals for the Sixth Circuit, 100 East Fifth Street, Room 503, Cincinnati, Ohio, 45202. Applications should be submitted to the Human Resources Office on or before July 1, 2016. The Court will communicate only with those applicants selected for an interview.